

# SkillsUSA Framework

## CAREER-READINESS SKILLS

The SkillsUSA career-ready student demonstrates and applies each of the Essential Elements.



### Personal Skills

#### INTEGRITY

Doing the right thing in a reliable way

#### WORK ETHIC

Being committed to punctuality, meeting deadlines and following established policies and procedures to get work done

#### PROFESSIONALISM

Behaving in alignment with workplace standards to display a positive image

#### RESPONSIBILITY

Taking ownership of one's work performance, behavior and actions

#### ADAPTABILITY/FLEXIBILITY

Embracing change and fostering creativity; being resilient

#### SELF-MOTIVATION

Exhibiting a passion for life and career

Using technology in effective, appropriate and innovative ways

#### COMPUTER AND TECHNOLOGY LITERACY

Identifying, developing and implementing unique knowledge and skills required by a specific job

#### JOB-SPECIFIC SKILLS

Following workplace health, wellness, financial and safety guidelines

#### SAFETY AND HEALTH

#### SERVICE ORIENTATION

Meeting the needs of internal and external customers in respectful and effective ways

#### PROFESSIONAL DEVELOPMENT

Engaging intentionally in learning experiences that contribute positively to career path progression

### Technical Skills Grounded in Academics



### Workplace Skills

#### COMMUNICATION

Sending and receiving clear messages

#### DECISION MAKING

Using information and processes to problem-solve and make choices

#### TEAMWORK

Working with others to achieve a common goal

#### MULTICULTURAL SENSITIVITY AND AWARENESS

Respecting all people and cultures by fostering appropriate and respectful relationships and interactions

#### PLANNING, ORGANIZING AND MANAGEMENT

Designing and implementing processes to complete projects and tasks at established standards of quality

#### LEADERSHIP

Influencing the hearts, minds and actions of others

